

Department of Administrative Services Division of Finance

Gordon L. Crabtree, C.P.A. Salt Lake City, U. Director (801) 538-3020

2110 State Office Building Salt Lake City, Utah 84114

MEMORANDUM

To:

CLENDA MOMASTER Payroll Technician

From:

Mark Austin

State Payroll Coordinator

Date:

Subject:

Verification of Employee's Name & Social Security Number

JAMES E HICKEY - S.S. # 520-70-5967

Employee: RONALD V HOFFMAN - S.S. #529-82-7856 \* SEE ATTACHED PHOTO COPIES

We do not have a copy of the social security card for the above named employee. Therefore, we are unable to verify that the name and social security number recorded in our payroll system is correct. If you will send us a copy of the social security card we will verify the information on our payroll records and make any necessary corrections.

We perform this verification to protect the employee from later complications with the Social Security Administration. Each year we send the Social Security Administration, (SSA), a copy of the Form W-2 that is issued to each employee from our payroll records. The SSA uses the name and social security number, (SSN), as shown on the W-2 to credit the employee's earnings account. This earnings account is used to determine the employee's social security benefits entitlement. If the SSA cannot match the employee's name and SSN to their records, the earnings are posted to a file of uncredited earnings rather than to the employee's (According to the SSA the balance in the uncredited earnings file now amounts to \$58.2 billion.) Employees are usually unaware of the error until they are turned down when attempting to claim their social security benefits.

We also perform this verification to protect the employee's department from paying Internal Revenue Service penalties. Current IRS regulations state that employers may be charged a \$50 penalty for each W-2 filed containing erroneous information. Form W-2s of employees whose name and SSN do not match the Social Security's records are considered erroneous.

No verification action will be taken by our office until we receive a copy of the employee's social security card.

RETURN SALL DOCUMENTS FOR NAME, NUMBER VERIFICATION; and/or-CORRECTION WITH THIS MEMO ATTACHED. (IF NEEDED)

Form W-4	Employee's W	Vithholding Allo	S.S.C.	<b>Certifica</b>	familia	8/5/9/ OMB No. 1545-0010
Department of the Treasury Internal Revenue Service	For Privacy Act	and Paperwork Reducti	on Act Notic	e. see reverse		1991
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